

TITLE: Finance & Management Services Director

Page 1

DEPARTMENT: Finance and Management ServicesREPORTS TO: City ManagerSUPERVISES: Division Managers and support staffDEFINITION:

Plans, organizes, and directs the accounting, financial, management services and information technology functions for the City. Serves as a member of the Executive Group.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Directs department operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner.

Provides managerial leadership and directs the selection, supervision and evaluation of department staff. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters.

Establishes policies, procedures, work rules, and performance standards to assure the efficient and effective operation of the Finance and Management Services Department in compliance with City standards and federal, state, and local laws.

Directs and develops short and long range plans, goals and objectives for financial operations. Oversees the accounting, payroll, purchasing, assessments, and financial reporting functions.

Oversees the information technology functions for the City; assures efficient and cost-effective systems for all City departments.

Participates as a member of the Executive Group to provide input on City operations and communications; directs the integration of assigned functions into overall City goals, objectives, and strategies.

Analyzes and recommends improvements to existing operating systems of the department. Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.

Oversees investment and debt management activities and staff.

OTHER JOB FUNCTIONS

Provides technical support to the City Manager, Mayor, and City Council including the interpretation and application of policies and procedures, developing recommendations regarding financial alternatives, and interpretations of legislated changes as they affect assigned functions.

Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.

Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment but also requires traveling to meetings.

QUALIFICATIONS:Knowledge of:

- Practices, principles, procedures, regulations, and techniques as they relate to all assigned functional areas.
- Fiscal management, including budget preparation, expenditure control, and record keeping.
- Management and supervisory principles and practices.
- Current and proposed legislation and laws of the local, state, and federal governments that affect the Finance and Management Services Department

Ability to:

- Plan, organize and oversee assigned functions including evaluating the work of subordinates.
- Develop departmental goals and objectives and to direct, conduct and implement planning activities.
- Analyze and evaluate department operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective working relationships with senior City management, employees, Council members, other agencies, and the general public.
- Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Physical ability to perform the essential job functions.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

TITLE: Finance & Management Services Director

Page 3

Bachelor's degree in business administration, finance, or related field and eight years of management and/or supervisory experience, with at least three years at the senior management level.

Licenses, Certificates, and Other Requirements

Valid driver's license

Approved: 7/1/92

Revised: 2/6/97, 5/16/97, 12/00

Union Code: NR

FLSA Status: EX